



## **PARTICIPANT DISCIPLINARY PROCESS**

1. If a participant displays inappropriate behavior, Recreation Leaders will give the participant a verbal warning explaining what they did wrong and inform the participant that future misbehavior may result in time-outs, parent notification, and/or removal from the program.
2. A second occurrence of misbehavior will result in a time out. Recreation Leaders will review the R.O.C.K.S Program Rules with the participant.
3. If a serious behavior problem continues and steps 1 & 2 have been followed, Recreation Leaders will contact the participant's parents/guardians immediately, inform them of the problem and fill out a Disciplinary Action Form that will be kept on file at the Balearic Community Center.
4. If the inappropriate behavior continues to occur and steps 1-3 have been followed, a second Disciplinary Action Form will be completed and the R.O.C.K.S Program supervisory staff will be notified. A meeting will be scheduled to discuss the inappropriate behavior with the participant, participant's parents/guardians, R.O.C.K.S Program and supervisory staff. Parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result. The meeting will take place at the Balearic Community Center, the Downtown Reaction Center, or by phone.
5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a third Disciplinary Action Form will be completed. R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child will be suspended from the R.O.C.K.S Program for a specified period of time (1 day to 2 weeks). A letter will be sent to the parents/guardians by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the R.O.C.K.S Program.
6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a fourth Disciplinary Action Form will be completed and R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child has been expelled from the R.O.C.K.S Program. A letter will be sent to the parents/guardians by supervisory staff to confirm the expulsion.

**NOTE:** Any suspension will be approved by the Assistant Recreation Supervisor and will identify a specific period of time that the participant will be suspended. Expulsion of a participant is usually a last resort and will be done after all other options have been explored and considered. However, depending on the severity of the misbehavior, staff reserves the right to immediately suspend and/or expel a participant from the R.O.C.K.S Program.



## *City of Costa Mesa Recreation Division*

# **SUMMER R.O.C.K.S RULES**

- For children to be eligible for the Program they must be entering 1<sup>st</sup> grade through entering 6<sup>th</sup> grade for the upcoming fall 2012 school year.
- Closed-toed shoes and socks must be worn at R.O.C.K.S at all times. (Pack sandals for water time only).
- Bring a sack lunch everyday. Participants may not share food or drinks with fellow participants.
- Children must remain with staff and the program at all times while signed in.
- Program hours are from 11am-4pm. Supervision will be provided until 4pm.
- Toys, games, cards, and electronics are not allowed.
- Participants are fully responsible for all personal items (excursion money, clothing, lunch, etc.) brought to Summer R.O.C.K.S.
- General Participant Rules:
  - No rude behavior, foul language, spitting, teasing or fighting.
  - Follow directions.
  - Keep your hands and feet to yourself at all times.
  - No throwing any objects, except approved play equipment.
  - No human pyramids, dog piling, chicken fighting, or tackle football.
  - No climbing on tables, fences, gates, buildings, roofs, and/or trees.
  - Utilize playground equipment appropriately.
- R.O.C.K.S Excursions:
  - Participants MUST stay in their group with the Recreation Leader at all times during excursions.
  - Participants may NOT be dropped off or picked up at any of the excursions.
  - Please see flyers/receipts for more specific information.

**\*\*If you have any questions or concerns please inform the Recreation Leaders (City staff). If you need additional assistance please call (714) 754-5128 or (714) 754-5300.**